

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



**MEMORANDUM**

**TO:** All CFSA Staff

**FROM:** Ronnie Charles, Deputy Director for Administration

**DATE:** November 30, 2007

**RE:** CFSA Building Security Requirements

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It is the intent of CFSA to provide a safe and secure environment for employees and visitors at all CFSA owned and leased sites. In keeping with our mission, each building open to the public shall provide a welcoming atmosphere to families and children. This memorandum explains the building security measures for visitors and staff, and pertains to any individual on the premises of any CFSA site. The following requirements are effective immediately.

**General Security Requirements**

1. Employees must present their CFSA identification to security personnel, receptionist or upon request.
2. Visitors must present photo identification and sign in at the front desk, as requested.
3. Visitors must be accompanied by a CFSA employee beyond the lobby or front desk.
4. If a visitor refuses to abide by these requirements, s/he will be denied access to the building.
5. Former CFSA employees and other District employees will follow screening requirements used for visitors.
6. Any object or agent which can be used as a weapon, including, but not limited to firearms, knives, and explosives, along with all alcoholic beverages and narcotic substances are prohibited on any CFSA properties. If an individual brings alcohol, narcotics or weapons onto the property, the police or security personnel will be contacted.

**Security Requirements for the Main Office - 400 6th St, SW:**

1. All persons entering the building through the front entrance must place all bags on the xray machine and enter through the magnetometer. No bags, of any sort, may be brought into the building without being screened.
2. Employees bringing clients or client belongings into the building must enter through the front entrance and place all belongings on the x-ray machine and have client enter through the magnetometer.
3. No one is permitted to enter the building by walking into the garage.
4. All packaged deliveries (including deliveries by UPS, Federal Express, DHL, etc.) must be screened through the front entrance. Depending on the size of the package, some deliveries may require screening through the x-ray machine.
5. Authorization is required from Facilities Management, prior to any bulk office items or furniture being allowed into the building.
6. If an individual brings alcohol, narcotics or weapons onto the property, he or she will be denied access to the building, and the police may be contacted.